

**By-Laws
of the
Montana Shared Catalog Member's Council
Revised & Approved September 12, 2008**

Article I: The MSC Organization

1. "Montana Shared Catalog" ("MSC") is a voluntary library consortium, which includes academic, public, school, and special library members stretching across Montana.
2. Participating libraries that have signed the MSC Contract are known as "Member Libraries" and form the MSC "Members' Council."
3. The Montana Shared Catalog Members' Council makes financial and policy decisions with an Executive Committee and topical working groups that attend to operational decisions.
4. The Montana State Library provides financial, technical assistance and systems administration.
5. The Montana Shared Catalog provides a web-based catalog of bibliographic holdings and related operating circulation system for all the Member Libraries. (The current vendor system is the SirsiDynix Corporation.)
6. The Montana Shared Catalog's fiscal year is July 1 to June 30 as defined in the MSC Contract.
7. See Montana Shared Catalog Member Library Contract.

Article II: Mission

It is the overriding intent that the Montana Shared Catalog will be available to the Member Libraries and their communities as an integrated and functioning system. Therefore, the Parties all agree to act in good faith and in the spirit of mutual benefit and cooperation to achieve this goal. Member Libraries have agreed to join the MSC in order to improve their own and other Member Libraries' ability to deliver quality materials and services to their patrons.

Article III: Membership

1. The Member Libraries are the participating libraries that have entered into a MSC Member Library contract.
2. Each Member Library and its branches shall ascribe to the Member Library Responsibilities as enumerated in the MSC Member Library Contract, article #20.

Article IV: Members' Council

1. The MSC shall be governed by a Members' Council, which is comprised of one voting representative from each Member Library unit.
2. Responsibilities of the Members' Council include all matters pertaining to governance and the policy of the MSC.
3. Each Member Library has one vote. See Appendix A for Member Library roll call of voting units.
4. Business of the MSC will be conducted through a meeting of the member libraries. This meeting may be by assembly or electronic.

Article V: Executive Committee

1. The MSC Members' Council, at its first meeting of the fiscal year, will elect an "Executive Committee" in a staggered rotation every two years from the formation of the Committee
2. The Executive Committee shall consist of one representative each from the following groups:
 - a. Academic Libraries
 - b. Public libraries, larger ("larger" defined as having more than 35,000 bibliographic records in the MSC)
 - c. Public libraries, smaller ("smaller" defined as fewer than 35,000 bibliographic records in the MSC)
 - d. School libraries
 - e. Special libraries
 - f. Member-at-Large – East (those areas included in the South Central, Sage Brush, and Golden Plains federations)
 - g. Member-at-Large – West (those areas included in the Tamarack, Broad Valleys, and Pathfinder federations)
 - h. MSC Administrator (non-voting, ex-officio member)
3. The Executive Committee gathers information relating to the operation and governance of the MSC from, and disseminates information to, the Member Libraries.
4. The Executive Committee shall prepare a preliminary annual MSC budget for the last meeting of the fiscal year and the cost sharing formula to share with the Member Libraries at least three weeks before the Member's Council's last meeting of the fiscal year.
5. The Executive Committee is charged with making ongoing operational decisions, identifying problems and opportunities, setting Members' Council agendas and regular meeting dates, calling special meetings of the Executive Committee or Members' Council as needs dictate, and other activities as needed.

6. Executive Committee members serve two-year terms. They may be re-elected for a subsequent two-year term. When a member resigns from the Committee, the Committee members will appoint an appropriate candidate to replace that person until the term expires.
7. The Executive Committee will meet at least twice a year, meetings may be by assembly or electronic.
8. A simple majority vote shall carry the motion in the Executive Committee.
9. The Executive Committee shall meet at least a month before a meeting of the Member's Council and prepare a preliminary agenda to be sent out to the Member Libraries.
10. The Executive Committee members will appoint two Executive Committee members within two months after the first MSC Members' Council meeting of the fiscal year to serve as Chair and Vice Chair, to facilitate the Executive and Members' Council activities and meetings.
11. The Vice Chair will take minutes of each meeting or a minute taker may be designated. The Vice Chair will ensure that the minutes are made available to the Council in a timely manner posted on the MSC website (http://msl.state.mt.us/For_Librarians/Montana_Shared_Catalog/Meetings/default.asp) and the MSC Discuss listserv.
12. Any two Executive Committee members may call an Executive Committee meeting with 48 hours notice. The notice shall be made electronically and include notifying the Member Libraries electronically.
13. An Executive Committee meeting must include the participation of at least three Executive Committee voting members to be considered a quorum.
14. All Executive Committee members will meet the requirements of the Open Meeting Act.

Article VI: Meetings

1. The MSC Members' Council shall meet in assembly at least twice a year, approximately early May and early October of each calendar year. The MSC Executive Committee shall call the MSC Member's Council meetings. Other meetings may be called for by assembly or electronically.
2. For a duly called Members' Council meeting, those members attending the meeting or voting electronically will constitute a quorum. See Appendix B Member Libraries.
3. Preliminary agendas will be sent out at least three weeks prior to a meeting. Any agenda changes shall be sent out one week before the Member's Council meeting. Known action items and discussion items will be indicated as such and supporting documentation will be attached to the agenda. Action items may also come from the floor during a meeting under new business.

4. Minutes of all meetings will be taken by a designated person assigned by the Executive Committee. These minutes will be made available through the Montana Shared Catalog website at http://msl.state.mt.us/For_Librarians/Montana_Shared_Catalog/Meetings/default.asp and posted to the MSC Discuss list serve.
5. Every effort will be made to make decisions by consensus in the spirit of cooperation. In the event consensus does not occur on an issue, a 75% majority of the membership present at the meeting or voting electronically, including listed proxies, will carry the motion.
6. All meetings will meet the requirements of the Open Meeting Act.

Article VII: AD HOC Committees

1. Member Libraries are strongly encouraged to participate in committee(s) for a specific end or purpose. Participants can volunteer or be recruited by the MSC Administrator.
2. The Members' Council or the Executive Committee may appoint and/or disband ad hoc committee(s).
3. The Committee(s) shall make recommendations to the Executive Committee and/or the Member's Council.

Article VIII: Committee Travel Reimbursement

MSC will reimburse member travel to required meetings of MSC Standing Committees (Cataloging, Circulation, OPAC) as follows:

1. Travel reimbursement must be approved in advance of the meeting by the Executive Committee.
2. The Executive Committee encourages meetings by means such as online conferencing, telephone conferencing, e-mail exchange, etc.
3. Meetings will be held in locations central to the most participants in order to minimize MSC travel reimbursement costs. Carpooling is strongly encouraged.
4. Other committees and groups such as the Partners or the 4Rivers Resource Sharing Group whose business may directly affect only a portion of the MSC membership are not eligible for this reimbursement.
5. Reimbursement will be available for mileage only, lodging and meals remain the responsibility of the individual committee members.
6. The following concentric circle formula designating specific travel zones will be used to determine the amount of mileage reimbursement for which committee members may apply:

- ZONE 1: Libraries traveling less than 100 miles round trip will receive no reimbursement
- ZONE 2: Libraries traveling between 100--200 miles round trip will receive \$50 plus a \$25 carpooling bonus per vehicle.
- ZONE 3: Libraries traveling between 200--300 miles round trip will receive \$75 plus a \$25 carpooling bonus per vehicle
- ZONE 4: Libraries traveling more than 300 miles round trip will receive \$100 plus a \$25 carpooling bonus per vehicle

Article IX: Authority and Grievance

1. The Roberts Rules of Order (2000 edition) will be followed for the Members' Council and Executive Committee meetings.
2. Financial matters of the Montana Shared Catalog are addressed in the MSC Contract Agreement including dissolution of the MSC.
3. Grievance Policy:
 - a. Whenever any Party in the MSC believes that another Party has breached a provision of the contract, that Party shall provide written notice of the alleged breach to the violating Party and to the Executive Committee, which shall attempt to resolve the dispute with the Parties.
 - b. If the alleged breach has not been corrected within 30 days of the provision of notice, or within any extended period agreed to by all Parties, the Parties may then pursue any remedies permitted by law or by the MSC Member Contract. In addition, if a Party commits a substantial breach that is not corrected as provided herein, the MSC Executive Committee may recommend that the Party's contract be terminated.
 - c. See also Member Contract Section # 6 - "Termination".
4. Appeals:
 - a. Any Party subject to the corrective measures detailed in (3.b.) above, or elsewhere in these By-laws or through the MSC Contract, may choose to appeal these measures in writing to the Executive Committee.
 - b. Following its appeal to the Executive Committee, an aggrieved Party may direct its appeal to the Members' Council. The Member's Council decision is final.
5. Arbitration:
 - a. In the event of an unresolved disagreement between any single (or several) Party(ies) and the MSC, the Parties in conflict may mutually choose to seek resolution via binding arbitration.

- b. The rules governing arbitration, for the purposes of these By-laws, are referenced in “Montana Code Annotated 39-2-914. Arbitration”.

Article X: Amendment of By-laws

1. The By-laws may be amended by the Members’ Council at one of its meetings or electronically. The Chair and Vice Chair of the Executive Committee will be charged with the vote call of the membership.
2. Proposed By-law amendments shall be sent by email notification to all Member Libraries at least three weeks before a meeting, in which there would be a call for a vote on the proposed amendment.
3. Approval of recommended changes in the bylaws only requires a majority vote of the meeting. Actual adoption of the changes will require the 75% of those attending the meeting or voting electronically.

Appendix A: One Vote Each Bolded Unit DATE:

	Roll	Proxy
Alberton K-12 School Library		
Belgrade Community Library		
Bigfork Schools: includes Bigfork Elementary and Bigfork High School		
Big Horn County Public Library		
Big Timber Schools: includes Sweet Grass High School; Big Timber Elementary		
Billings Catholic Schools: includes Billings Catholic High School, St Francis Primary, St Francis Intermediate and St Francis Upper Schools		
Billings Clinic Medical Library		
Bitterroot Public Library - Hamilton		
Boulder Community Library		
Bozeman Public Library		
Carnegie Public Library		
Clancy Community Library		
Clinton Elementary School		
Darby Community Library		
Dillon Public Library		
Drummond School Community Library		
Flathead County Library: includes Flathead Main Library; Flathead Bigfork Branch; Flathead Columbia Falls Branch; Flathead Whitefish Branch; Flathead Marion Branch		
Flathead Valley Community College Library		
Glendive Public Library		
Hearst Free Library		
Hellgate School District No. 4: includes Hellgate K-2; Hellgate 3-5; Hellgate 6-8		
Highwood School Library		
Kalispell Regional Medical Center Library		
Laurel Public Library		
Lewistown Public Library		
Lima Public Schools		

Lincoln County Libraries: includes Libby, Troy and Eureka Public Libraries		
Madison Valley Public Library		
Meagher County/City Library		
Miles City Public Library		
Miles Community College Library		
Mineral County Library		
Missoula International School		
Missoula Public Library: includes Missoula Main Library; Missoula Seeley Lake Branch; Missoula Swan Valley Branch; Frenchtown School-Community Library		
Montana Academy		
Montana Bible College Library		
Montana Dept. of Environmental Quality Planning Division Library		
Montana Dept. of Transportation Library		
Montana Legislative Reference Center		
Montana Office of Public Instruction Resource Center		
Montana Public Service Commission		
Montana State Genealogical Society Library		
Montana State Library		
MT Historical Society Library and Archives		
North Valley Public Library		
Park High School Library		
Philipsburg Public Library		
Pine Hills Correctional Facility		
Plains Public Library District		
Plains School Library		
Polson City Library		
Power School Library		
Roosevelt County Library: includes Froid branch, Poplar branch, Culbertson branch		
Rosebud County Library: includes Rosebud County Library; Bicentennial Library of Colstrip Branch		
Roundup Community Library		
Sheridan Public Library		
St Ignatius School-Community Library		

State Law Library of Montana		
Thompson Falls Schools: includes Thompson Falls Elementary School, Thompson Falls Middle School; Thompson Falls High School		
Thompson Falls Public Library		
Thompson-Hickman County Library		
Three Forks Community Library		
Tric/Pluk Library		
Twin Bridges Public Library		
West Yellowstone Public Library		
West Yellowstone School Library		
Whitehall Community Library		
Whitehall School District: includes Whitehall High School and Whitehall K-8		

Appendix B: MEMBER LIBRARIES

Alberton School Library
Belgrade Community Library
Big Timber Schools
 Big Timber Elementary School Library
 Sweet Grass County High School Library
Bigfork Schools
 Bigfork High School
 Bigfork K-8 School
Big Horn County Public Library – Hardin
Billings Clinic Medical Library
Billings Catholic High Schools
 Billings Catholic High School Library
 St. Francis Primary School Library
 St. Francis Intermediate School Library
 St. Francis Upper School Library
Bitterroot Public Library - Hamilton
Boulder Community Library
Bozeman Public Library
Carnegie Public Library – Big Timber
Clancy Community Library
Clinton Elementary School
Darby Community Public Library
Dillon City Library
Drummond School Community Library
Flathead County Library - Kalispell & Branches:
 Bigfork Branch
 Columbia Falls Branch
 Marion Branch
 Whitefish Branch
Flathead Valley Community College Library - Kalispell
Glendive Public Library
Hearst Free Library – Anaconda
Hellgate School District #4 - Missoula
 Hellgate Elementary School K-2
 Hellgate Intermediate School 3-5
 Hellgate Middle School 6-8
Highwood Public Schools
Kalispell Regional Medical Center Medical Library
Laurel Public Library
Lewistown Public Library
Lima Public Schools
Lincoln County Libraries
 Eureka Public Library
 Libby Public Library
 Troy Public Library
Madison Valley Public Library - Ennis

Meagher County/City Library – White Sulphur Springs
 Miles City Public Library
 Miles Community College Library
 Mineral County Public Library - Superior
 Missoula International School Library
 Missoula Public Library & Branches:
 Frenchtown School-Community Library
 Seeley Lake Branch
 Swan Lake Branch
 Montana Academy – Marion
 Montana Bible College Library - Bozeman
 Montana Department of Transportation Library – Helena
 Montana DEQ Planning Division Library - Helena
 Montana Historical Society Research Center - Helena
 Montana Legislative Reference Center – Helena
 Montana Public Service Commission Library - Helena
 Montana Office of Public Instruction – Helena
 Montana State Genealogical Society Library - Helena
 Montana State Library – Helena
 North Valley Public Library - Stevensville
 Park High School – Livingston
 Philipsburg Public Library
 Pine Hills School Library – Miles City
 Plains Public Library District
 Plains K-12 School Library
 Polson City Library
 Power School Library
 Roosevelt County Library – Wolf Point & Branches:
 Culbertson Branch
 Froid Branch
 Poplar City Branch
 Rosebud County Library - Forsyth & Branch
 Bicentennial Library of Colstrip
 Sheridan Public Library
 St. Ignatius School-Community Library
 State Law Library of Montana - Helena
 Thompson Falls Public Library
 Thompson Falls Schools
 Thompson Falls Elementary School
 Thompson Falls Junior High School
 Thompson Falls High School
 Thompson-Hickman County Library – Virginia City
 Three Forks Community Library
 TRIC/PLUK Library - Billings
 Twin Bridges Public Library
 West Yellowstone Public Library
 West Yellowstone School Library
 Whitehall Community Library
 Whitehall School District

Whitehall High School Library
Whitehall K-8 School Library